



# County of Los Angeles CHIEF EXECUTIVE OFFICE

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WILLIAM T FUJIOKA  
Chief Executive Officer

December 11, 2007

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Board of Supervisors  
GLORIA MOLINA  
First District

YVONNE B. BURKE  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

Dear Supervisors:

## **DEPARTMENT OF PUBLIC SOCIAL SERVICES: RECOMMENDATION TO EXTEND THE SHUTTLE BUS SERVICES CONTRACT (ALL DISTRICTS - 3 VOTES)**

### **IT IS RECOMMENDED THAT YOUR BOARD:**

Delegate authority to the Director of the Department of Public Social Services (DPSS) to execute an amendment to the Shuttle Bus Services contract with Parking Company of America (PCA), substantially similar to the attached amendment (Attachment A). The amendment extends the contract for four months on a month-to-month basis effective March 1, 2008 through June 30, 2008, or until a new contract is in place, whichever is sooner. In addition, the amendment reduces the current level of services and costs effective January 1, 2008. The cost of this extension is \$16,612. Since there is a CalWORKs and a Food Stamp Maintenance of Effort (MOE) requirement, which will be met by the County, there is no additional net County cost (NCC) for these programs. The share of costs associated with programs, such as General Relief (GR), results in an estimated NCC of \$1,400.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The recommended action will allow DPSS to complete the solicitation process for new shuttle bus services while continuing to provide services under the current contract. The contract expires February 28, 2008. Currently, PCA transports DPSS employees from a leased parking lot located at the Crystal Casino Hotel, 123 East Artesia Boulevard, Compton, to the Paramount and South County GAIN Region V offices,

located at 2959-2961 East Victoria Street, Rancho Dominguez, and the South Complex offices, located at 17600 "A/B" Santa Fe Avenue, Rancho Dominguez. The current maximum contract amount for the three-year period is \$331,092 and \$110,364, annually. PCA is paid \$9,197 monthly, which is 1/12th of the yearly contract amount.

Extensive monitoring of the contract with PCA revealed that the intended services were not being utilized as planned. The contract was intended for DPSS employees who drive to work and are unable to find parking at their work sites. The monitoring revealed that shuttle services were utilized solely by employees who arrive on public transportation. These employees ride the shuttle from the Artesia Metro Link Station (adjacent to the Casino parking lot) to their work sites.

To better meet employees' needs and concurrently reduce costs, the Department is seeking to amend the existing contract with PCA for a reduction in the current level of services and costs. However, the time and effort involved in moving forward with this course of action has delayed the start of the competitive solicitation process. As a result, the extension of the contract is necessary in order to complete this process.

Effective January 1, 2008, the hours of service will be reduced from 12 to 5 hours per day, from 6 a.m. to 6 p.m., to 6 a.m. to 9 a.m. and 4 p.m. to 6 p.m.). Services are being reduced to streamline costs and to meet the needs of our employees who utilize public transportation. The reduction will result in a net savings of \$5,044 per month, from a monthly rate of \$9,197 to \$4,153. PCA will shuttle employees who arrive at the Artesia Metro Station (adjacent to the Casino parking lot) in Compton, to the two DPSS work sites in Rancho Dominguez.

The State has approved the four month contract extension effective March 1, 2008 through June 30, 2008. The Request for Proposals (FRP) for new shuttle bus services is scheduled for release in January 2008. DPSS anticipates filing for award of a new shuttle bus services contract in June 2008.

#### **Implementation of Strategic Plan Goals**

The recommended action is consistent with the principles of the Countywide Strategic Plan Goal #2: Workforce Excellence, by enhancing the quality and productivity of the County workforce.

### **FISCAL IMPACT/FINANCING**

The total cost of \$16,612 to extend the contract for four months beginning March 1, 2008 through June 30, 2008, is included in the Fiscal Year 2007-08 Adopted Budget. Since there is a CalWORKs and a Food Stamp MOE requirement, which will be met by the County, there is no additional NCC for these programs. The share of costs associated with programs, such as GR, results in an estimated NCC of \$1,400.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

County Counsel and the Chief Executive Office have reviewed this Board letter and the amendment has been approved as to form by County Counsel.

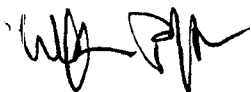
### **IMPACT ON CURRENT SERVICES**

The recommended action will not infringe on the role of the County in relationship to its residents and the County's ability to respond to an emergency will not be impaired. There is no change in risk exposure to the County.

### **CONCLUSION**

The Executive Officer, Board of Supervisors, is requested to return one adopted, stamped Board letter to the Director of DPSS.

Respectfully submitted,



WILLIAM T FUJIOKA  
Chief Executive Officer

WTF:SRH:SS  
GP:JB:lbm

c: Executive Officer, Board of Supervisors  
County Counsel  
Department of Public Social Services

**AMENDMENT NUMBER ONE  
TO THE SHUTTLE BUS SERVICES CONTRACT**

Reference is being made to the document entitled "*Contract By and Between the County of Los Angeles and Parking Company of America for Shuttle Bus Services,*" dated February 15, 2005 and further identified as County Contract Number 75200, hereinafter referred to as "Contract."

Effective upon the signature of the Director of the Department of Public Social Services, the Contract is amended as follows:

- A. TABLE OF CONTENTS, PARAGRAPH 8.0, TERMS AND CONDITIONS, is revised to add Sub-paragraph 8.58, SHRED DOCUMENTS.**
- B. PARAGRAPH 4.0 TERM OF CONTRACT, Sub-paragraph 4.3, is added as follows:**
  - 4.3 The Contract is extended on a month-to-month basis not to exceed four months effective March 1, 2008 through June 30, 2008 insofar as funding is available and the Director of DPSS or authorized representative notifies CONTRACTOR within ten days prior to the following month that this Contract is extended an additional month.
- C. PARAGRAPH 5.0 CONTRACT SUM, Sub-paragraph 5.1, is revised as follows:**
  - 5.1 The maximum contract sum for the three-year term, March 1, 2005 through February 28, 2008, is \$321,004. CONTRACTOR will be paid at the firm-fixed monthly rate of \$9,197 for the period of March 1, 2005 through December 31, 2007 and \$4,153 for the period of January 1, 2008 through February 28, 2008.
- D. PARAGRAPH 5.0 CONTRACT SUM, Sub-paragraph 5.1a is added as follows:**
  - 5.1a The maximum contract sum for March 1, 2008 through June 30, 2008 is \$16,612. CONTRACTOR will be paid at the firm-fixed monthly rate of \$4,153.

**E. PARAGRAPH 8.0, TERMS AND CONDITIONS, Sub-paragraph 8.58, SHRED DOCUMENTS, is added as follows:**

8.58 CONTRACTOR shall ensure that all confidential documents/papers, as defined under State law (including but not limited to Welfare & Institution Code sections 10850 and 17006) relating to this Agreement must be shredded and not put in trash containers when CONTRACTOR disposes of these documents/papers. All documents/papers to be shredded are to be placed in a locked or secured container/bin/box and labeled "shred" until they are destroyed. No confidential documents/papers are to be recycled. Documents for record and retention purposes in accordance with Paragraph 8.43, Record Retention and Inspection/Audit Settlement, of the Agreement are to be maintained for a period of five years or longer if required by law.

**F. ATTACHMENT A, STATEMENT OF WORK, TECHNICAL EXHIBIT 1, PERFORMANCE REQUIREMENTS SUMMARY CHART, Reference, Statement of Work, Section 3.4 – Hours of Operation and Performance Requirements, is deleted and replaced with:**

Attachment A, Statement of Work, Technical Exhibit 1, Performance Requirements Summary Chart, Reference, Statement of Work, Section 3.4 – Hours of Operation and Performance Requirements attached hereto.

**G. ATTACHMENT A, STATEMENT OF WORK, TECHNICAL EXHIBIT 3, REQUIRED SHUTTLE BUS SERVICES, is deleted in its entirety and replaced with:**

Attachment A, Statement of Work, Technical Exhibit 3, Required Shuttle Bus Services attached hereto.

**H. ATTACHMENT B-1, PRICING SCHEDULE (1/01/2008 – 6/30/2008), is added:**

Attachment B-1, Pricing Schedule (1/01/2008 – 6/30/2008) attached hereto.

All other terms and conditions of the Agreement remain in full force and effect.

The Director of the Department of Public Social Services and CONTRACTOR, through its authorized officer, have caused this Amendment Number One to be executed on the \_\_\_\_\_ day of \_\_\_\_\_, 2007. The person(s) signing on behalf of CONTRACTOR warrants under penalty of perjury that he or she is authorized to bind CONTRACTOR.

COUNTY OF LOS ANGELES

By \_\_\_\_\_  
Philip L. Browning, Director  
Department of Public Social Services

IF CONTRACTOR IS A CORPORATION OR LIMITED LIABILITY COMPANY,  
SIGNATURES FROM 2 PERSONS ARE NEEDED.

PARKING COMPANY OF AMERICA, INC.

By \_\_\_\_\_  
Eric Chaves, President  
11101 Lakewood Boulevard  
Downey, CA 90241

By \_\_\_\_\_  
Name Title

APPROVED AS TO FORM:  
RAYMOND G. FORTNER, JR., COUNTY COUNSEL

By \_\_\_\_\_  
Deputy County Counsel

**PERFORMANCE REQUIREMENTS SUMMARY CHART****Technical Exhibit 1**

REFERENCE	PERFORMANCE REQUIREMENTS	MONITORING METHOD	Allowable Deviation from Acceptable Quality Level (AQL) %	PENALTY/FEE
Statement of Work Section 3.4 - Hours of Operation	<p>Contractor ensures that drivers adhere to the routes and pick-up times established between Contractor and County.</p> <p>Contractor provides shuttle bus services between 6:00 a.m. to 6:00 p.m., Monday through Friday, excluding designated County Holidays (for the period March 1, 2005 through December 31, 2007).</p> <p>Contractor provides shuttle bus services between 6:00 a.m. to 9:00 a.m., and 4:00 p.m. to 6:00 p.m., Monday through Friday, excluding designated County Holidays (for the period January 1, 2008 through June 30, 2008).</p>	Inspection & Observation User Complaints	0.0%	\$100 per occurrence

## TECHNICAL EXHIBIT 3

### REQUIRED SHUTTLE BUS SERVICES

<b>PICK UP LOCATION:</b>	Artesia Metro Blue Line Station Parking Lot 1920 ½ South Acacia Avenue Compton, CA 90220
<b>DELIVERY LOCATIONS:</b>	DPSS offices located at: 17600 "A/B" Santa Fe Avenue Rancho Dominguez, CA 90221 and  2959-2961 East Victoria Street Rancho Dominguez, CA 90221
<b>TYPE OF VEHICLE:</b>	Shuttle bus that will hold a minimum of 14 passengers, plus driver, with 2 wheelchair positions and wheelchair lift equipment
<b>HOURS OF OPERATION:</b>	For period March 1, 2005 through December 31, 2007: 6:00 a.m. to 6:00 p.m.  Buses will run continuously, at twenty minute (20 min.) intervals  For period January 1, 2008 through June 30, 2008: 6:00 a.m. to 9:00 a.m. and from 4:00 p.m. to 6:00 p.m.  Buses will run continuously, at twenty minute (20 min.) intervals
<b>DAYS OF OPERATION:</b>	Monday through Friday, excluding County-observed Holidays pursuant to 5.2.2



## **ATTACHMENT B-1**

## PRICING SCHEDULE (1/01/2007 - 6/30/2008)

### DIRECT COST (List each staff classification)

Payroll:

	<u>FTE*</u>	<u>Hourly Rate</u>	<u>Monthly Salary</u>	
Employee Classification	<u>1</u>	<u>9.46</u>	<u>\$ 1,639.73</u>	Price is based on 40 hours a week
Employee Classification				
Employee Classification				
Others (Please continue to list)				

<u>Total Salaries and Wages</u>	<u>\$ 1,639.73</u>
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\*FTE = Full Time Equivalent Positions

### Employee Benefits:

Medical Insurance

Dental Insurance

Life Insurance

Other (list) Vac., Hol. & Sick

<u>1</u>	<u>\$ 69.37</u>
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<u>Total Benefits</u>	<u>\$ 69.37</u>
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Payroll Taxes (List all appropriate, (e.g., FICA, SUI, Worker's Compensation, etc.))

Workers Compensation	<u>\$ 204.15</u>
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Payroll Taxes	<u>\$ 148.56</u>
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<u>Total Payroll Taxes</u>	<u>\$ 352.71</u>
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Insurance (List Type/Coverage, See Sample Contract, Section 8.24, Insurance Coverage Requirements)

General	<u>\$ 392.00</u>
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Vehicle Supplies	<u>\$ 885.77</u>
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Supplies	<u>\$ 60.00</u>
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Services	<u>\$ 72.00</u>
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Office Equipment	<u>\$ 40.00</u>
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Telephone/Utilities	<u>\$ 78.00</u>
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Other (please continue to list)	<u>\$ 63.00</u>
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<u>Total Insurance Misc. S&amp;S</u>	<u>\$ 1,590.77</u>
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<u>TOTAL DIRECT COSTS</u>	<u>\$ 3,652.58</u>
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INDIRECT COSTS (list all appropriate),

General Accounting/Bookkeeping

Management Overhead (Specify)

Other (Specify)

<u>TOTAL INDIRECT COSTS</u>	<u>\$ -</u>
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<u>TOTAL DIRECT AND INDIRECT COST</u>	<u>\$ 3,652.58</u>
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PROFIT (Please enter Percentage):	<u>13.69%</u>	<u>\$ 500.04</u>
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<u>TOTAL MONTHLY COST</u>	<u>\$ 4,152.62</u>
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NOTE: It is difficult to have a driver work a split shift for 5 hours, PCAM must pay the driver for eight.